BLM IDEAS-PD STANDARD OPERATING PROCEDURES

A. Guidance for Requisitioners. The following guidance applies to all requirements which exceed $2,500. Requirements below this threshold should be processed by the program office using the Government Charge Card. If the vendor does not accept the Government Charge Card, the acquisition and payment will be made with the convenience check in accordance with Instruction Memorandum No. WO99-94, dated March 25, 1999.

Preparing Requisitions. Requisitions (Purchase Requests - PR) for supplies and services will be prepared electronically using IDEAS-PD. You should discontinue use of BLM forms 1510-18 and 1510-5 once IDEAS has been implemented in your State. You should coordinate with your State/Center Procurement Analyst to obtain system training and the establishment of users for your office.

Accountable Property and Fixed Assets (Budget Object Class 3100). Requirements for accountable property will be coordinated with the responsible Property Management Office <u>before</u> the PR is prepared and approved by the program office official. Property Management Office staff will assist you in the preparation of the PR. This includes: 1). assigning valid budget object class codes; 2). entering the appropriate quantity in the funding screen; and 3). breaking out line item entries. Additional guidance on the acquisition of accountable property can be obtained under Instruction Memorandum No. IM-BC-99-12, dated December 1, 1998.

Once the PR is prepared, you should return the PR to Property Management for approval by selecting the IDEAS-PD approval template "*Property Management Review and Approval*". Upon approval, Property Management will forward the PR to the program office official for final approval.

Information Technology (IT) Items. Information Resource Management (IRM) review and approval is required for the purchase of all IT items. Requisitioners should coordinate all PR's for IT with the responsible IRM office <u>before</u> the PR is prepared and approved by the program office official.

The responsible IRM office will assist you to prepare your PR with the appropriate configuration, and ensure the PR complies with the current BLM IRM policies.

Once the PR is prepared, the document should be returned to IRM for approval by selecting the IDEAS-PD approval template "*IRM Review and Approval*". Upon approval, IRM will forward the PR to the program office official for final approval.

Contract Level Funding. Contract Level Funding will be used in IDEAS-PD for entering funding code information on PR's processed through IDEAS-PD.

Program Office Review & Approval. After you complete the PR and receive approval from the Property Management and IRM office (If applicable), you should route the PR to the Program Office official in your office who is designated to review and approve PR's. Use the IDEAS-PD approval template "*Purchase Request (Not Finance)*" for this action. Approval by the Program Office certifies the following:

1. Funds are available to support the request for good or services.
2. The funding code cited is valid and accurate.
3. The Budget Object Code (BOC) cited is valid and accurate
4. The requirement represents a valid need for accomplishing the BLM mission

Routing. Upon approval, the Program Office official in the State and Field Offices will route the approved PR to the individual assigned with Remote Data Entry (RDE) responsibilities if the funding will be posted as a commitment in FFS. Use the approval template "*Purchase Request Commitment (Finance)"* for this action. For the National Centers, the approving official will route the approved PR in IDEAS-PD to Finance (BC-640a Team Cabinet).

PR's that are not posted in FFS as a commitment should be sent directly to the appropriate procurement office for processing. Your local procurement office can provide guidance for routing documents to specific individuals or IDEAS-PD Team Cabinets.

Changes to Funding Code Information. Program Offices are responsible for making all changes to funding code information that is originally entered on PR's and sent to RDE, Finance or the Procurement Office. Funding code information includes the Fiscal Year, Budget Organization, Budget Object Class, Program, and Job/Project Number. Program Offices will create a PR Modification for making these changes. PR Modifications will be approved and routed to the appropriate offices using the guidance in this SOP.

Canceling PR Commitments for items purchased using the Government Charge Card. The Procurement Office will return to you all PR's that are processed using the Government Charge Card. These PR's must be canceled in FFS if the original PR was posted in FFS as a commitment. This does not apply to PR's that are not posted as a commitment in FFS. To cancel a PR, prepare a PR Modification and mark the document as a cancellation. Route the PR Modification to RDE (or Finance) to cancel the commitment in FFS. Select the IDEAS-PD approval template *"purchase request commitment (finance)"* and route with the PR Modification to RDE or the Denver Finance Office for processing.

Management of IDEAS-PD Documents. Route all PR's that have been returned to the Program Office by Procurement that have been processed and are no longer useful to the BLM user "*Archive*". Route all PR's that are not valid and can not be deleted to the BLM user "*Trash*". Documents that have been archived or trashed may be retrieved by contacting the BLM help desk at 303-236-9428.

B. Guidance for Acquisition Staff. All PR's exceeding $2,500 will be processed by acquisition staff through IDEAS-PD.

Purchase of capitalized property using the Government Charge Card or Convenience Checks. All capitalized property that is purchased over $10,000 (unit cost) using the government Charge Card will be processed in IDEAS-PD by placing an individual BPA call against the Nations Bank Blanket Purchase Agreement - BPA Number NAB9900002. Individual BPA calls will be created in IDEAS-PD using the system assigned BPA call number (e.g. BPC990001). A reference will be placed on the monthly bank card statement identifying the MO obligation document number (individual BPA call number) to enable these transactions to be liquidated through the Charge Card adjustment process. During the interim, Offices that have not implemented IDEAS-PD will place an individual BPA call against the Nations Bank BPA and assign a document number using the standard DINS number prescribed in IMBC-098-050.

All Other Purchases using the Government Charge Card. All other PR's (excluding requirements for capitalized property) that are processed by the procurement office using the Government Charge Card or Convenience Checks will be returned to the requesting office accompanied by the following minimum information that is entered using the IDEAS-PD Note feature:

1. The PR was processed using either the Charge Card or check
2. The date the goods or services were ordered
3. The date the goods or services will be delivered.
4. The amount of the purchase
5. The buyers initials and date

Establishing BPA's and BPA Calls. Upon completion of the initial BPA Set-up in IDEAS-PD, Procurement will select the approval template "*BPA Setup*" and will complete the non-finance approval. Upon approval, the CO will route the BPA setup document to the responsible RDE or Finance office. With the exception of the Nations Bank BPA, all BPA and individual BPA Call document numbers will be assigned using the guidance in IMBC-098-

050.

Entering IDEAS-PD Vendor Information for Awards. All BLM Acquisition staff will use the BLM document *"Instructions for completing Vendor Information"* when completing the vendor table in IDEAS-PD. This document is furnished to each acquisition office during the initial implementation of IDEAS-PD.

Transmitting IDEAS-PD Vendor Information to FFS. Upon completion of the award document and prior to obtaining approval in IDEAS-PD, the Contracting officer (CO) will review the vendor status under Vendor Maintenance and determine if the vendor has been transmitted to Finance (*status = "reviewed and transmitted"*). If the vendor has not been transmitted to FFS, the CO will send an IDEAS-PD alert message to the Denver Finance office (Attention: Mary Carver, Amy Seitz) requesting the Vendor be transmitted to FFS. Once the vendor information has been transmitted, the Contracting Officer will refresh the vendor identified on the award document and route to the responsible RDE or Finance Office for posting the obligation.

To Obligate Funds. For all award documents to be obligated by RDE or finance, the Contracting Officer will select the approval template ***"Award Obligation (Finance)"*** and route to the responsible RDE or Finance office for approval.

Processing Awards That do not Obligate funds. The Contracting Officer will approve all awards that do not obligation funds (e.g., Indefinite delivery/indefinite quantity (IDIQ) awards, requirements type awards, space leases or no-cost modifications). The IDEAS-PD approval template ***"Awards (Not Finance)"*** will be used for this type of action. Upon approval, the Contracting Officer will perform the IDEAS "Release/Issue" function. These type of award documents will not be processed by Finance or RDE. For all award documents to be obligated by RDE or finance, the Contracting Officer will select the approval template ***"Award Obligation (Finance)"*** and route to the responsible RDE or Finance office for approval.

Changes to Funding Code Information. Procurement staff will return all PR's to the Program Office when changes to funding code information is required. Funding code information includes the contract level funding screen fields - Fiscal Year, Budget Organization, Budget Object Class, Program or Project /Job Number fields. Program offices will be responsible for modifying the PR and making the appropriate changes.

Use of Electronic Commerce. All written solicitations that are created in IDEAS-PD will be posted on the DOI electronic web-board at http://ideasec.usgs.gov that are below the simplified acquisition threshold or commercial item solicitations that are less than $5,000,000 under the commercial item test pilot program. Formal contract solicitations will also be sent to the EC web-board when IDEAS-PD functionality becomes available and implemented in the BLM. Hard copies of the written solicitation may continue to be distributed to local vendors that are contained on your bidders mailing lists. Instructions for using EC in IDEAS-PD will be furnished to Acquisition Staff at each site during implementation.

Provide the BLM EC Outreach Notice to all vendors on your bidders mailing list, to those trading partners who receive awards, and to those seeking to do business with the BLM.

Distribution of Award Documents. Effective October 1, 1999, hard copies of all procurement award documents created in IDEAS-PD will no longer be sent to the Finance Office in Denver. In the interim, hard copies should continue to be sent to Finance. All hard copy documents that are sent to Finance must be marked on the front page indicating the awards have been processed (obligated) through IDEAS-PD. All procurement offices should obtain and use a stamp with the word *"IDEAS"* marked on the front cover page of the award document. The Finance office will continue to process all hard copy documents that are not marked appropriately.

Contract Level Funding. Contract Level Funding will be used in IDEAS-PD for entering all funding code information. Offices who have not yet implemented IDEAS-PD should continue forwarding hard copy documents (e.g., purchase order and contract awards) to local Remote Data Entry staff or the Denver Finance office for processing.

Acquisition staff will ensure the "partial" and "final" flag is marked appropriately in the contract level funding screen for all awards that are made from PR's that were posted as a commitment in FFS. This procedure does not apply to PR's that are not posted as a commitment in FFS.

Processing Receiving Reports and Invoices. The Contracting Officer will create a receiving report (RR) in IDEAS-PD for all awards for supplies and equipment. Contracting Officers may continue to use other BLM forms for awards that are made for services, construction and A-E. The RR will be routed to the appropriate receiving official for completion when the supplies or equipment are delivered. Upon completion, the receiving official will route the RR to the Contracting Officer for final acceptance. The receiving official and Contracting Officer will enter their names and dates of approval under the comments section of the main form. The document award number will be assigned when creating all RR in IDEAS-PD. Upon acceptance, the Contracting Officer will file the RR in the appropriate folder created for processing the procurement.

Invoices submitted by contractors are to be mailed to the issuing office. Upon receipt, inspection, and acceptance of the goods or services ordered, mail the invoice directly to the Finance Office in Denver.

Management of IDEAS-PD Documents. Route all acquisition documents that have been processed in IDEAS-PD that are completed and are no longer useful to the BLM user "*Archive*". Route all PR's that are <u>not valid</u> and can not be deleted to the BLM user "*Trash*". Documents that have been archived or trashed may be retrieved by contacting the BLM help desk at 303-236-9428.

C. Guidance for Remote Data Entry and Finance.

Posting Commitments and Obligations. Remote Data Entry (RDE) and Finance staff will be responsible for posting commitment and obligation documents created in IDEAS-PD.

Contract Level Funding. Contract level funding will be used for all commitments and award obligations, including those for capitalized property.

RDE/Finance Approval. RDE and Finance will approve all IDEAS-PD documents that are routed through IDEAS-PD with an associated finance action (e.g., posting commitments or obligations). RDE/Finance approval will be performed on the following IDEAS-PD approval sheets:

1. Posting Commitments - Purchase Request Commitments (Finance)
2. Posting Obligations - Award Obligations (Finance)

Upon approval, IDEAS-PD will prompt RDE or Finance to log-in to FFS and transfer commitment and obligation data from the IDEAS-PD source document to FFS.

IDEAS-PD Issue and Release Function. Finance and RDE staff will be responsible for performing the IDEAS-PD release/issue function for BPA Set-up documents. Upon execution, the Finance interface will be invoked and will pass the BPA Set-up information to the FFS BASM Table for tracking individual BPA calls. Upon completion, Finance or RDE will route the BPA Set-up back to procurement using the pre-defined routing slip created by the Procurement Office.

Correcting FFS Cost Structures and Edit Errors. For all commitments and obligations, RDE and Finance should continue with their established procedures for correcting FFS cost structure and edit errors received using the IDEAS-PD/FFS interface.

RDE/Finance Routing. Upon the successful transfer of commitment and obligation data, RDE and Finance staff will route the fully approved document to the designated Procurement Office for processing if a pre-defined routing sheet has been established. Otherwise, the document will be returned to the originating office.

Transmitting IDEAS-PD Vendor Information to FFS. NBC Finance staff will be responsible for transmitting all IDEAS-PD vendor award data to FFS for those vendors whose status has been marked "reviewed" by the contracting officer (including BPA Setup). This action will be accomplished upon notification from the Contracting officer or RDE of an impending award/obligation. Notification will be accomplished using the IDEAS-PD alert feature. Once the Vendor information has been transmitted, all FFS related changes must be coordinated between BC680B and NBC Finance staff completing the Finance Vendor Maintenance Form.